

CONFIDENTIAL

MIS 150

Approved For Release 2001/03/02 : CIA-RDP78-04718A001600140012-8

*Office Memorandum* • UNITED STATES GOVERNMENT

25X1A

TO : [REDACTED]  
Assistant Management Officer, DD/A Area

DATE: JUN 7 1954

FROM : Chief, Administrative Staff, Logistics Office

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SUBJECT: Release of [REDACTED]

REF: Your verbal request for information concerning the position occupied by subject employee.

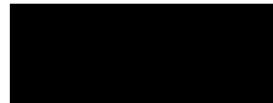
1. Because the personnel ceiling imposed on this Office is inadequate, every effort has been made to realign functions and workload to provide for the maximum utilization of the ceiling imposed consistent with staffing requirements.

2. With regard to subject employee, negotiations have been underway for several months in an endeavour to make suitable arrangements with the [REDACTED] to the end that the work being performed by [REDACTED] would be performed by other than an Agency employee.

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3. The work which should have been performed by the position which this employee has encumbered has been absorbed by other personnel of this Office. It is no longer possible to continue absorbing this work.

4. As the ceiling and position in question is definitely needed, it is requested that no action be taken to reduce the Logistics Office T/O and ceiling as a result of the release of this individual.



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LO/TD/FDL:ns  
(3 June 54)

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Classified	Declassify on: [ ]
Exempt from automatic downgrading and declassification	Exempt from automatic downgrading and declassification
Reason: Changed to: TS S	01988
Next Review Date:	
Auth: HR 70-3	
Date: 15 DEC 1978	By: 015

JUN 9 1954

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